

# Cosumnes River Preserve

## Job Description: Outdoor Volunteer Activities

Examples: Internships, Habitat Restoration Team (HRT), Restoration Work Days (*e.g.*, NPLD events), Biological Monitoring Team, Site Stewards, Students, etc.

### ❖ Age

- Volunteers must be at least four (4) years of age or older. Any volunteer under the age of eighteen (18) must have signed and written approval from a parent or guardian to participate in volunteer activities. Any volunteer under the age of sixteen (16) must have a parent or guardian accompany them while volunteering.

### ❖ Expected Behavior

- Volunteers must maintain a polite and respectful attitude while providing services for the Cosumnes River Preserve.
- Volunteers must always consider their safety and the safety of others while executing work tasks.
- Volunteers must be willing to assist the public to the best of their ability.
- Volunteers must be willing to contact the proper emergency services in the event of a medical emergency, illegal activity, or other incident requiring professional medical, fire, or law enforcement assistance.

### ❖ Environmental/Working Conditions (See the attached Job Hazard Analysis)

- Volunteer work often occurs outdoors, in a variety of weather conditions. Volunteers are required to dress appropriately in order to prevent injury or illness due to these conditions.
- Volunteer work may occur in rugged, outdoor environments where there is risk of injury from tripping hazards, protruding objects, falling debris, stinging plants and animals, biting animals/insects, etc. Volunteers are required to take proper precautions while working in these environments, which include wearing appropriate clothing.
- Proper dress for volunteer work activities should include: closed-toed shoes (*e.g.*, work or hiking boots), long pants, long-sleeved shirt, eye or eye protection as needed, work gloves, and sun/insect protection. Task-specific Personal Protective Equipment (PPE) will be provided based on the type of activities being performed.
- Volunteer work may include repetitive motions and/or lifting of objects less than 40 pounds.
- At times, Volunteers may be asked to lift objects over 40 pounds. Volunteers who are neither physically capable nor comfortable lifting such objects should refuse such assignments immediately.
- Volunteers may have to perform tasks that require them to stoop or crawl through confined spaces (*e.g.*, dense vegetation).
- At times, Volunteers may have to climb to heights above five feet (5'). If such climbing is required, it must be done so using a securely placed ladder or other structure (*e.g.*, scaffold) and with the assistance of another individual. Fall protection equipment may be

required for some assignments. Volunteers must check with their Supervisor prior to climbing above five feet.

- Volunteers may at times conduct monitoring activities, either on foot or from a vehicle, for the purposes of Preserve research, biological monitoring (*e.g.*, raptor and waterfowl surveys), or land/natural resource management surveys.

## ❖ Equipment Use

- Volunteers that have not had prior experience or instruction on the proper use of specific tools may not operate them at any time until they have received official training from a qualified Preserve staff instructor (or other approved instructors, *e.g.*, licensed ATV instructor).
- Volunteer activities require the safe and proper use of various hand tools, including but not limited to: shovels, loppers, hammers, screwdrivers, saws, hoes, rakes, sheers, trowels, wheelbarrows, swing blades, machetes, rock bars, etc. Volunteers will receive basic instructions on the use of tools that they are unfamiliar with.
- Volunteers who receive proper training from Preserve staff may operate power tools such as: weed whackers, hedgers, drills, saws, pressure washers, push-mowers, etc. Use of these tools must occur under the supervision of an appropriate Preserve Staff or other qualified leader until such time that the Volunteer has been deemed to be “certified” to use the tools or equipment without direct supervision.
- Volunteers who receive proper training from Preserve staff may operate power equipment such as: tractors, mowers, backhoes, ATVs, UTVs, and other land management-type of equipment. Use of this equipment must occur under the supervision of an appropriate Preserve Staff or other qualified leader until such time that the Volunteer has been deemed to be “certified” to use the tools or equipment without direct supervision.
- Volunteers may use their own tools for workdays, as long as they know how to safely operate the equipment and ensure that it is in good working condition. Personal equipment is used at the volunteer’s own risk.
- Volunteers may be asked to traverse waterways using canoes, kayaks or other watercraft as part of their volunteer service.
- Volunteers who use the Preserve’s canoes, kayaks, boats, or other watercraft must have experience or basic instruction on the proper use of such equipment.
- Volunteers must wear a personal flotation device (PFD) at all times when using the Preserve’s watercraft or when participating in activities that take place on waterways.
- Volunteers may take photographs with Preserve or personal equipment, which may be used in Preserve research, monitoring, documents, presentations, outreach/educational materials, etc. with appropriate credit being given to the photographer.
- Volunteers may use GPS devices and similar equipment to collect information for Preserve research, biological monitoring, land/natural resource management surveys, etc.

❖ **Vehicle Use**

- Volunteers who are 21 years of age or older, have state approved driver's licenses, maintain a good driving record, and have completed the required defensive driver's training may be approved to operate designated Preserve vehicles.
- Volunteers who are approved to drive Preserve vehicles may be asked to transport passengers in these vehicles as part of the work activities.
- Volunteers may drive personal vehicles to work sites, as long as this is done for an approved work activity. Volunteers who use their personal vehicles ensure that they are in good working condition. Personal vehicles are used at the volunteer's own risk.
- Volunteers using personal vehicles can only transport themselves, passengers who accompanied them to the volunteer activity, or other volunteers that are working on the same activity at the same time as the owner of the vehicle (*e.g.*, raptor or waterfowl surveys, HRT workdays, special events, *etc.*).
- Volunteers who receive proper training may be permitted to operate other Preserve vehicles including but not limited to: all terrain vehicles (ATVs), riding mowers, light tractors, etc.

❖ **Computer Use**

- Volunteers may be authorized to use designated computer work stations within the Visitor Center and other Preserve facilities.
- Before operating computer work stations, volunteers must have a completed Information Technology Security Agreement on file. Additional training may also be required prior to being able to use Preserve IT equipment.
- Use of designated computer work stations are for the performance of volunteer tasks and volunteers should only use designated programs and files that are specific to those tasks.

❖ **Volunteers may perform other duties as assigned by the Preserve Manager and/or his/her designee (*e.g.*, Volunteer Coordinator).**